

## **NOTICING REQUIREMENTS**

The Clerk's Office is responsible for mailing notice of the Sec. 341 Meeting of Creditors and the notices required under Bankruptcy Rule 2002(f)(1) through (8). The trustee, debtor-in-possession, or moving party is generally responsible for serving all other notices, unless the Court otherwise directs. A moving party is responsible for determining who is entitled to receive notice in a given matter. Case dockets, on which appearances are noted, may be reviewed and copies may be obtained at the Clerk's Office. In addition, please note the following:

1. In cases with a large number of creditors, the estate may be required to assume responsibility for serving notices ordinarily served by the Clerk. Instructions as to procedure in such instances will be provided by the Clerk's Office.
2. Affidavits of service of papers served on corporations must specify the name of the corporate officer upon whom service was made.